



### **PREPARATION:**

Organize your records to capture the necessary information for preparing the *Supplemental Quarterly Report for the Drywall Industry*, the *Drywall Industry Owner/Subcontractor Report* and the *Employer's Quarterly Report for Industrial Insurance*.

- Keep and file material summary reports and invoices that you have received from material suppliers.
- Keep a record of material that you have purchased and also supplied to subcontractors.
  - When subcontracting work you must keep the following information:
    - Subcontractors legal name.      Contractors registration number and expiration date.
    - UBI or L&I account No.      Amount of material supplied.
    - Project name/location.      Date material supplied.
    - Completion date for contracted work.

### **COMPLETING REPORTS:**

***Supplemental Quarterly Report for the Drywall Industry*** (See attached example)

- Organize your workers' names, Social Security Numbers, gross wages, basis for pay (piece work, hourly, etc.), rate per unit/hour and work performed (similar to Employment Security reports).

This is required for firms reporting in the discounted classifications. Fill in the report, listing all employees who worked for your firm for the period being reported and submit this report along with the *Employer's Quarterly Report for Industrial Insurance*.

***Drywall Industry Owner/Subcontractor Report*** (See attached example- this report is not required if you have no owner or sub-contractor exposure to report during the quarter). You must keep daily time records for the owner and employees to substantiate the percent of owner deduction.

**Determine total square footage for each job** (This includes drywall board purchased and also provided by others such as a general contractor).

**Compute owner deduction.** To do this you need to determine total hours worked by the owner and total hours worked by all drywall employees.

$$\begin{array}{rcccl} & & \text{total owner hours} & & \\ \text{\% of owner} & & & & \\ \text{discount} & = & \frac{\hspace{1.5cm}}{\text{owner hours} + \text{worker hours}} \end{array}$$

$$\begin{array}{rcccl} \text{Total owner} & & & & \\ \text{footage} & & & & \\ \text{deduction} & = & \text{\% of owner} & \times & \text{total footage of job - subtracted} \\ & & \text{discount} & & \text{footage (if any)} \end{array}$$

**Determine subcontractor square footage** worked installing and taping.

Keep your subcontractors' UBI, L&I and Contractors' Registration numbers on file. Maintain all subcontractor invoices/contracts to substantiate the amount of deductible square footage.

Complete this report for each project/job that had owner or sub-contractor activity during the reporting period. Fill in the report with total hours and square footage worked by owners and workers in the installation and taping classifications. Also, fill in subcontractor identification information and square footage worked by each subcontractor in the installation and taping classification. Submit this report along with the *Employer's Quarterly Report for Industrial Insurance*.

### ***Employer's Quarterly Report for Industrial Insurance***

- The total square footage used to complete the *Drywall Industry Owner/Subcontractor Report* is used to complete the *Employer's Quarterly Report for Industrial Insurance*.
- In addition, you need to organize your records to capture hours worked by employees in classifications in which you report by hours worked.

To complete the report, fill in the total square footage worked by your firm, less the owner deduction in the drywall installation classification and the taping classification and then multiply these totals by your rate to determine premiums for these activities.

For activities reported on an hourly basis (for example stocking or metal stud installation), fill in the total hours worked by employees in these activities and then multiply the total hours by your rate to determine premiums.

### **REMINDERS:**

- Don't deduct material scrapped by you or your employees and do not deduct material only scrapped or primed and textured by subcontractors.
- Don't deduct square footage for taping or texturing not done on the base layer in a multiple-layer application.
- Rooms (Sq Footage) that are not taped or textured may not be subtracted from the total drywall square footage purchased.
- Add any material purchased for repair or warranty work to the installation or taping classification regardless of whether or not you were the installing contractor.
- Add a minimum of 32 square feet per patch in the taping classification when repair work is performed on jobs you did not install and no material is purchased.
- Report hours worked by employees in other activities reported on an hourly basis such as stocking (classification 1101), metal stud installation (classification 0516), permanent yard/shop (classification 5206), etc.
- **Report scrapping hours in classification 0510 when employees performed scrapping activities on jobs where your firm did not perform installation.**
- **Report priming and texturing hours worked by employees in classification 0521 when your firm did not perform the taping.**

### **TO QUALIFY FOR AND MAINTAIN DISCOUNT DRYWALL RATES AN OWNER MUST:**

- Attend the L&I workshops for claims/risk management and premium calculation /record keeping,
- Provide a voluntary release allowing L&I to obtain information about material purchased from suppliers,
- Keep all industrial insurance accounts for all businesses owned in good standing,
- Each quarter, provide L&I with a F212-051-000 *Supplemental Quarterly Report for the Drywall Industry*,
- Each quarter, provide L&I with a F212-050-000 *Drywall Industry Owner/Subcontractor Report*, **and**
- Maintain accurate records detailing materials purchased, materials provided to subcontractors and work subcontracted.



# DRYWALL INDUSTRY OWNER SUB-CONTRACTOR REPORT

**Note: Form must be submitted with the L&I Quarterly Report.**

Business name Marvin's Drywall		Business phone number (360) 999-9999
Business address 321 Main St		Rock Island WA 99690
Unified Business Identifier (UBI#) 609999999	L&I Account ID 333,333-00	This report for the period ending: 6/30/05

## INSTRUCTIONS

**Total owners hours ÷ (owners hours + workers hours) = % of owner discount.**

**% of owner discount x (total footage of job – subcontracted footage, if any) = Total owner deduction of footage.**  
**(Calculation is necessary for each risk class on each job or project)**

Job or project name Clancy	Job or project location 876 Blue Stone Rd			Total wallboard purchased for job. 14,472		
	<b>Class 0550 or 0540</b>			<b>Class 0551 or 0541</b>		
<b><u>Owner(s) exposure</u></b>	Install / scrap 'X' all that apply <input type="checkbox"/> Install <input type="checkbox"/> Scrap	Hours worked by owner(s)	Sq ft worked by owner(s)	Tape, prime / texture 'X' all that apply X Tape X Prime/texture	Hours worked by owner(s) 60	Sq ft worked by owner(s) 9,648
<b><u>Worker(s) exposure</u></b>	Install / scrap 'X' all that apply <input type="checkbox"/> Install <input type="checkbox"/> Scrap	Hours worked by worker(s)	Sq ft worked by worker(s)	Tape, prime / texture 'X' all that apply X Tape <input type="checkbox"/> Prime/texture	Hours worked by worker(s) 30	Sq ft worked by worker(s) 4,824
<b><u>Subcontractor(s) exposure</u></b> Name: Hammer & Nail UBI 609999999	Installed by Subcontractor X Install	Sq ft worked by Subcontractor 14,472		Taped by Subcontractor <input type="checkbox"/> Tape	Sq ft worked by Subcontractor	
Name: UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		

Job or project name Gilroy	Job or project location 702 Main St			Total wallboard purchased for job. 10,668		
	<b>Class 0550 or 0540</b>			<b>Class 0551 or 0541</b>		
<b><u>Owner(s) exposure</u></b>	Install / scrap 'X' all that apply X Install X Scrap	Hours worked by owner(s) 66	Sq ft worked by owner(s) 6,520	Tape, prime / texture 'X' all that apply X Tape X Prime/texture	Hours worked by owner(s) 60	Sq ft worked by owner(s) 6,599
<b><u>Worker(s) exposure</u></b>	Install / scrap 'X' all that apply X Install X Scrap	Hours worked by worker(s) 42	Sq ft worked by worker(s) 4,148	Tape, prime / texture 'X' all that apply X Tape X Prime/texture	Hours worked by worker(s) 37	Sq ft worked by worker(s) 4,069
<b><u>Subcontractor(s) exposure</u></b> Name: UBI	Installed by Subcontractor <input type="checkbox"/> Install	Sq ft worked by Subcontractor		Taped by Subcontractor <input type="checkbox"/> Tape	Sq ft worked by Subcontractor	
Name: UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		

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	<b>Class 0550 or 0540</b>			<b>Class 0551 or 0541</b>		
<b><u>Owner(s) exposure</u></b>	Install / scrap 'X' all that apply	Hours worked by owner(s)	Sq ft worked by owner(s)	Tape, prime / texture 'X' all that apply	Hours worked by owner(s)	Sq ft worked by owner(s)
	<input type="checkbox"/> Install <input type="checkbox"/> Scrap			<input type="checkbox"/> Tape <input type="checkbox"/> Prime/texture		
<b><u>Worker(s) exposure</u></b>	Install / scrap 'X' all that apply	Hours worked by worker(s)	Sq ft worked by worker(s)	Tape, prime / texture 'X' all that apply	Hours worked by worker(s)	Sq ft worked by worker(s)
	<input type="checkbox"/> Install <input type="checkbox"/> Scrap			<input type="checkbox"/> Tape <input type="checkbox"/> Prime/texture		
<b><u>Subcontractor(s) exposure</u></b> Name:	Installed by Subcontractor	Sq ft worked by Subcontractor		Taped by Subcontractor	Sq ft worked by Subcontractor	
UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		
Name:						
UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		

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	<input type="checkbox"/> Install <input type="checkbox"/> Scrap			<input type="checkbox"/> Tape <input type="checkbox"/> Prime/texture		
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<b><u>Subcontractor(s) exposure</u></b> Name:	Installed by Subcontractor	Sq ft worked by Subcontractor		Taped by Subcontractor	Sq ft worked by Subcontractor	
UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		
Name:						
UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		

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	<input type="checkbox"/> Install <input type="checkbox"/> Scrap			<input type="checkbox"/> Tape <input type="checkbox"/> Prime/texture		
<b><u>Worker(s) exposure</u></b>	Install / scrap 'X' all that apply	Hours worked by worker(s)	Sq ft worked by worker(s)	Tape, prime / texture 'X' all that apply	Hours worked by worker(s)	Sq ft worked by worker(s)
	<input type="checkbox"/> Install <input type="checkbox"/> Scrap			<input type="checkbox"/> Tape <input type="checkbox"/> Prime/texture		
<b><u>Subcontractor(s) exposure</u></b> Name:	Installed by Subcontractor	Sq ft worked by Subcontractor		Taped by Subcontractor	Sq ft worked by Subcontractor	
UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		
Name:						
UBI	<input type="checkbox"/> Install			<input type="checkbox"/> Tape		

